
Congress Organising Committee Terms of Reference

Purpose

To ensure the delivery of a successful annual College Congress in a location approved by the ACHSM Board

Scope

The governing body is the ACHSM Board.

Duration

This Committee will be formed for each Congress no later than 16 months prior to the specific Congress.

Delegations

Are consistent with ACHSM delegations of authority.

Agenda

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to members at least 5 working days prior to a meeting.

Minutes

Accurate minutes (or actions) should be kept of each meeting and circulated to committee members for ratification (within a reasonable timeframe following the meeting), and then formally confirmed at the next meeting of the committee. Approved Minutes of meetings are to be provided at the next Board Meeting subsequent to a meeting of the Congress Coordinating Committee.

Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect of the proposed agenda.

Membership & Accountability

Chairperson – President or Branch Councillor for the Branch in which Congress will be held.

Member – CEO

Member - Congress Manager

Members – A minimum of 4 additional committee members as appointed by the Branch and or the Board and approved by the Board

Member – At least 1 member must be appointed with the appropriate experience to oversight the Abstract process for each Congress Academic program.

A report reviewing the performance of the Congress with any recommendations for continuous improvement should be prepared by the Committee Chair no later than 3 months after the conclusion of the Congress. This should include a full financial report

Schedule of Congress Committee specific accountabilities

- Identification of Congress theme(s)
- Plan the format of and entertainment for the Welcome Reception, Fellows Dinner and Congress Dinner for approval by the ACHSM Board
- Identify, contact and confirm sufficient sponsorship of the Congress including significant sponsors and exhibition sponsors.
- Identification, contact of and confirmation of Keynote, International and Local Keynote Presenters to be finalized by no later than 8 months prior to the Congress.
- Ensure timely undertaking of the “Call for Abstract” process and completion of concurrent program with all presenters to be confirmed and finalized by no later than 5 months prior to the Congress.
- Identification, contact of and confirmation of any appropriate site visits by no later than 7 months prior to the Congress.
- Complete written review of Congress.

Quorum

3 Members as appointed by the Board are required to conduct a meeting.

Frequency of meetings

As needed to ensure appropriately constituted ACHSM Board in line with the ACHSM Constitution. At a minimum this committee will meet twice annually.